UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: All FSA and RMA Employees

Electronic Access to FSA Handbooks

Approved by: Acting Deputy Administrator, Management

[signature]

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1 Overview

A
Background

The Document Management Information System (DMIS) provides employees online access to all national handbooks and notices with search, retrieval, and print capabilities using the Intranet.

DMIS has been upgraded with a new version of RetrievalWare Software that has a new look and more options.

B
Purpose

This notice:

- informs employees that online access to all national handbooks is now available from the FSA Intranet

- provides:

  - general information about DMIS
  - instructions for accessing handbooks.

Disposal Date	Distribution
July 1, 2003	All FSA and RMA Employees; State Offices relay to County Offices

2   General Information About DMIS

**A
Overview**
DMIS:

- is a web-based system that enhances FSA's ability to provide access to handbooks online

- allows users to retrieve, search, and print handbooks and notices

- provides efficient and accurate search capabilities

- allows concurrent online searches, including primary and sub-category subject areas:

  - of 1 or more handbooks
  - across 1 or more libraries

- provides an electronic repository of FSA handbooks.

**B
Loading
Handbooks in
DMIS**
KCAO will continue to update DMIS with the latest version of handbooks in electronic format, within 24 hours of receipt.

An electronic checklist showing the handbooks that have been updated and/or added to the system is available online.

2   General Information About DMIS (Continued)

C
Updating DMIS After a Handbook Has Been Amended

When a handbook has been amended or revised, KCAO imports the entire amended or revised handbook into DMIS "Current FSA Handbooks" library, replacing the existing handbook. The entire previous version of the handbook is moved to DMIS "Archived FSA Handbooks" library. Search capabilities are available for both libraries.

D
DMIS Online Help

DMIS Online Handbook User Guide has been replaced by DMIS Online Help. Users have access to DMIS Online Help from the Libraries Screen, which is the first screen displayed after logging into the system. Click on the label "D DMIS Online Help".

E
Search Modes

Following are the 3 basic modes of searching handbooks using DMIS.

- **Concept Search.** The concept search finds documents that contain the query words and words with related meaning.

   Example: If the query word is child, the system may also search for descendant, offspring, progeny, baby, infant, etc.

- **Pattern Search.** The pattern search finds documents that contain the query words and similarly spelled words (for example, knee and nee) or misspelled words (for example, agriculture for agriucltuer) if they exist in the library. This is especially helpful if the document was scanned, because optical character recognition is not always accurate.

- **Boolean Search.** The Boolean search uses traditional Boolean operators to find exact matches for all query words entered.

   Example: If looking for beaches or resorts in Hawaii, search for **beaches or resorts and Hawaii.**

3   FSA Handbooks Online

A
Accessing FSA Handbooks

Follow the instructions in this table to access FSA handbooks online.

Step	Action
1	Select and double click the browser icon from the desktop. **Note:** Microsoft Internet Explorer is the recommended browser. Depending on your office location, the following Intranet Home Page will be displayed: • FSA • State • County • National • RMA • APFO. The home page can also be accessed by typing **http://intranet.fsa.usda.gov/** in the "Location" or "Address" field at the top of the screen, and pressing the "Enter" key.
2	Scroll down to the middle of the screen and click on "Handbooks" or "FSA Handbooks".
3	DMIS Username and Login Screen will be displayed.
4	Enter username and click on "Login".

B
Creating a Bookmark Using Microsoft Internet Explorer

Users may want to bookmark the Internet Explorer page location for easy access later. To add a bookmark, click on Internet Favorites ICON to record the URL in Favorites. This will allow the user quick access to handbooks without going through the FSA Handbooks Username and Login Screen. If the message "Not Found" appears, it means that another version of the handbook has been added to DMIS and another bookmark must be added

Users may continue to use Netscape as their browser but with the following limitations, the Online Help and Bookmarks options will not work with the new RetrievalWare software upgrade to DMIS.

4 Enhanced Search Capabilities

**A
Notice
Information
Displayed With
Subject Search**

National notices have been linked to handbooks with related topics. When a user conducts a search by subject, all handbooks and notices related to that subject will be displayed on the RetrievalWare Netscape or Intranet Explorer Screen hit list.

**B
User Assistance**

If there are questions about the operation of DMIS or accessing FSA handbooks online, contact the National Help Desk at 1-800-255-2434.